

**EXCLUDED PARTIES LIST SYSTEM (EPLS)
PUBLIC USERS MANUAL
(Version 3.6 for Release 3.9)**

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1 Scope

1.1 System Overview

The EPLS is an electronic, web-based system that identifies those parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits. The EPLS keeps its user community aware of administrative and statutory exclusions across the entire government, and individuals barred from entering the United States. The user is able to search, view, and download both current and archived exclusions.

EPLS access is available from any personal computer with Internet connectivity and a minimum web browser of Netscape 4.04 or Internet Explorer 4.0 at <http://www.epls.gov>. The EPLS website's **Main Page** (or home page) is shown in Figure 1.



Figure 1: EPLS Main Page

The general public is not required to register for a user name and password to begin using the EPLS. For general users, the EPLS provides:

- The ability to search current and/or past exclusions
- Points of Contact information for each agency
- A range of standard reports for downloading
- Definition of the Cause and Treatment Codes applied to an exclusion
- EPLS support contact information
- A list of frequently asked questions
- Access link to the latest EPLS News

1.2 Document Organization

This users' manual contains the following sections:

Section 1	Scope
Section 2	Search
Section 3	Reports
Section 4	Web Service Interface for Searching EPLS Data
Section 5	Cause and Treatment (CT) Code Descriptions
Section 6	General Information
Appendix A	Sample Reports
Appendix B	Acronyms

2 Search

You can search the EPLS database using any one of the Search options - the Current Exclusions Search menu offers four options and the Archive Search menu offers three options. After your search is complete, you can either view the search results immediately or download them to your computer. When performing any of the available search options, the entire database is queried for the search option selected.

NOTE:

While the Department of Treasury's Office of Foreign Assets Control (OFAC) List has been fully integrated in EPLS for access at a single location, it does not replace the List available at the OFAC web sites.

Instructions on how to obtain OFAC specific data only:

The OFAC List previously identified as Specially Designated Nationals (SDN) "SDN and Blocked Persons List" is searchable through the EPLS Search Menu. To obtain a complete listing of OFAC exclusions only, users can select Advanced Search, then select TREAS-OFAC from the Agency list and click on the Search button to execute the search.

The Department of Commerce's Bureau of Industry and Security (BIS) maintains two lists -- the "Denied Persons List" and the "Entity List" for Contract Officer consideration. For those transactions that may involve exports from the United States or reexports of U.S.-origin items, parties (including U.S. Government officials) are encouraged to review the Export Administration Regulations (15 C.F.R. 730 et. seq.) maintained by BIS (www.bis.doc.gov). For any questions regarding such matters, please contact BIS's Office of Exporter Services at (202) 482-4811.

2.1 Basic Search

This type of search finds all exclusions by performing a partial name search, and it is recommended that the user search by the last name of the individual or the first word of the company's name.

1. At the Main Page, enter the name that you would like to search for (Smith in this example) in the field at the top left, as shown in Figure 2.

EPLS Excluded Parties List System

Search - Current Exclusions

Smith

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

Important Notice to EPLS Users

On Wednesday, September 3rd, 2008, an update was made to the EPLS web site to further protect the privacy of data submitted to the EPLS search interface. As a result of the update, all requests to the EPLS web site will be redirected to use Secure Sockets Layer (SSL). For example, you should notice that when you enter <http://www.epls.gov> in your web browser, you will automatically be redirected to <https://www.epls.gov>. This update may cause Web Service clients to stop working properly, and you may need to update your programs to reference the following SSL URL for the Web Service interface:

<https://www.epls.gov/eplservices/EPLSSearchWebService?wsdl>

Introduction

This World Wide Web site is provided as a public service by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.

Security Notice

This system and related software and equipment are intended solely for the communication, transmission, processing, and storage of U.S. Government information. For site security purposes and to ensure that this Web site remains available to all users, GSA monitors network traffic to identify unauthorized attempts

Resources

- > Search Help
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News

Reports

- > Advanced Reports
- > Recent Updates
- > Dashboard

Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates

Contact Information

- > Email: support@epls.gov
eplscomments@epls.gov
- > Phone: 1-866-GSA-EPLS
1-866-472-3757

Figure 2: Basic Search

2. Hit the **Go** button to the right of the field.

- Search results will be displayed in a screen similar to Figure 3.

The screenshot displays the EPLS Search Results page. The header includes the EPLS logo and the title 'Excluded Parties List System'. The main content area shows search results for 'Partial Name : smith' as of 19-Sep-2008 9:58 AM EDT. The results are displayed in a table format with columns for Name, Classification, Exclusion Type, and Description. The search results show 'Smith, John' as an individual with a reciprocal exclusion type. The page also includes a 'Verify' button and a 'Save to MyEPLS' link. The left sidebar contains navigation links for 'Search - Current Exclusions', 'View Cause and Treatment Code Descriptions', 'Agency & Acronym Information', and 'OFFICIAL GOVERNMENT USE ONLY'. The right sidebar contains links for 'Resources', 'Reports', 'Archive Search - Past Exclusions', and 'Contact Information'.

EPLS Search Results Results 246 - 246 of 514

Search Results for Parties Excluded by
 Partial Name : smith
 As of 19-Sep-2008 9:58 AM EDT
 Save to MyEPLS

Page: Back 1 122 183 244 245 **246** 247 248 315 382 514 Next

Name	Smith, John
Classification	Individual
Exclusion Type	Reciprocal
Description	none

Address(es) --
 Verify Street 1
 Verify Street 2
 Address DC, 20003
 DUNS none

CT Action(s) --
 Action Date 01-Jan-2000
 Termination Date Indef.
 CT Code A
 Agency DEMO
 Agency POC DEMO Contacts
 EPLS Create Date 19-Sep-2008
 EPLS Modify Date

Page: Back 1 122 183 244 245 **246** 247 248 315 382 514 Next

Back New Search Report Excel XML ASCII Printer-Friendly

Figure 3: Basic Search Results

2.2 Search Navigation

From the search results shown in Figure 3, several options are available to help you better use the results found:

- The search query that you used to find these results may be saved for future use by clicking the **Save to MyEPLS** link. MyEPLS is discussed further in section 2.6
- For searches that return a large number of results, you may navigate to result pages using two different methods. The first method is to click on the page number either at the bottom or top of the search results. To assist with searches that return a very large number of pages, pages are not listed sequentially but will instead display a few that are close to your current page and a few that are fairly far away. The second method is to click on the letter that corresponds to a search results page. This method is only available when using the Advanced Search interface and is described in more detail in section 2.3.

3. You may go to the Advanced Search as described in section 2.3 by selecting the **Back** link.
4. The search results may be shown in a user readable report format by selecting the **Report** link. This produces the same data as the **ASCII** link described below, but the data will be shown in the browser window instead of being saved to disk.
5. Search results may be downloaded in Comma Separated Value (CSV) report format for use with most popular spreadsheet applications, including Microsoft Excel, by clicking on the **Excel** link. Reports are described in further detail in section 3.
6. Data may be downloaded in Extensible Markup Language (XML) report format by selecting the **XML** link. This option, as well as various report options, may be useful for retrieving the data in machine readable format. The (Document Type Definition) DTD describing the format of the data can be found at <http://www.epls.gov/EPLS.dtd>. Reports are described in further detail in section 3.
7. In addition to the previous machine readable formats, downloading of the results in text report format may be achieved by selecting the **ASCII** link. Although this format may not be very easy for a machine to process, it may be useful for manual, offline browsing by a user. Reports are described in further detail in section 3.
8. To produce a printer friendly version of the results, click on the **Printer Friendly** link. This option will allow you to remove menus, some formatting, and images from the search results and will display all results on a single page. If the current search results span more than one page, a screen similar to Figure 4 will be displayed. This screen contains three options for viewing the printer-friendly display: all records, only records on the current page, or a user-specified range of search results pages. Users should be careful when selecting the All option or selecting a large Pages range as this may produce a very large document and could potentially cause your web browser to terminate unexpectedly.

The screenshot displays the EPLS Search Results page. The header features the EPLS logo and the title 'Excluded Parties List System' above a banner with images of the American flag, the White House, scales of justice, and the US Capitol. The page is divided into three main sections: a left sidebar, a central content area, and a right sidebar.

Left Sidebar:

- Search - Current Exclusions**
 - Search input field with a 'GO' button.
 - Advanced Search
 - Multiple Names
 - Exact Name and SSN/TIN
 - MyEPLS
 - Recent Updates
- View Cause and Treatment Code Descriptions**
 - Reciprocal Codes
 - Procurement Codes
 - Nonprocurement Codes
- Agency & Acronym Information**
 - Agency Contacts
 - Agency Descriptions
 - State/Country Code Descriptions
- OFFICIAL GOVERNMENT USE ONLY**
 - Debar Maintenance
 - Administration
 - Upload Login

Central Content Area:

EPLS Search Results

Search Results for Parties Excluded by
Partial Name : smith
Save to MyEPLS

Your search results span multiple pages.
Please select from the following options to view the printer-friendly display.

☒ All (514 pages)
☐ Current Page (135)
☐ Pages 135 to 135

View Results

Right Sidebar:

- Resources**
 - Search Help
 - Public User's Manual
 - FAQ
 - Acronyms
 - Privacy Act Provisions
 - News
- Reports**
 - Reports input field with a 'GO' button.
 - Advanced Reports
 - Recent Updates
 - Dashboard
- Archive Search - Past Exclusions**
 - Archive Search input field with a 'GO' button.
 - Advanced Archive Search
 - Multiple Names
 - Recent Updates
- Contact Information**
 - Email: support@epls.gov
eplscomments@epls.gov
 - Phone: 1-866-GSA-EPLS
1-866-472-3757

Figure 4: Printer-Friendly Selection

2.3 Advanced Search

The **Advanced Search** page allows you to specify a large variety of search criteria as shown in Figure 5.

EPLS
Excluded Parties List System

Search - Current Exclusions

GO

> Advanced Search
> Multiple Names
> Exact Name and SSN/TIN
> MyEPLS
> Recent Updates

View Cause and Treatment Code Descriptions

> Reciprocal Codes
> Procurement Codes
> Nonprocurement Codes

Agency & Acronym Information

> Agency Contacts
> Agency Descriptions
> State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

> Debar Maintenance
> Administration
> Upload Login

EPLS Advanced Search

Exact Name

Partial Name

Action Dates -- -- -- To -- -- --

Termination Dates -- -- -- To -- -- --

Create Dates -- -- -- To -- -- --

Modify Dates -- -- -- To -- -- --

DUNS

Classification
ALL
Entity
Firm

Exclusion Type
ALL
NonProcurement
Procurement

CT Code (Reciprocal)
03-BSE-01
03-DP-01
03-ENT-01

CT Code (Procurement)
A
A1
AA

CT Code (Non-Procurement)
C
C1
E

Agency
ACTION
AF
AID

U.S. State
AK - ALASKA
AL - ALABAMA
AR - ARKANSAS

Country
AA - ARUBA
AC - ANTIGUA AND BARBUDA
AE - UNITED ARAB EMIRATES

Cage Code

Search **Reset**

Resources

> Search Help
> Public User's Manual
> FAQ
> Acronyms
> Privacy Act Provisions
> News

Reports

GO

> Advanced Reports
> Recent Updates
> Dashboard

Archive Search - Past Exclusions

GO

> Advanced Archive Search
> Multiple Names
> Recent Updates

Contact Information

> Email: support@epls.gov
eplscomments@epls.gov
> Phone: 1-866-GSA-EPLS
1-866-472-3757

Figure 5: Advanced Search Page

These search criteria include:

1. Exact Name – Enter a name exactly as it will appear in the search results. Case does not matter, but punctuation does, for example: 'Doe, John'. Exact name searches may include

the use of the '*' wildcard character to indicate the replacement of zero or more characters. The following table demonstrates exact name wildcard usage:

Search Term	Sample Results
Doe, J*	Doe, John Doe, Jane
Smith*, Joe	Smith, Joe Smithson, Joe
*co Incorporated	Smithco Incorporated Joeco Incorporated

2. Partial Name - Enter one or more search terms. A record will match the search if it contains at least one of the specified search terms. For example:

	Search Term(s)	Matches
Single Term:	John	Doe, John Williams, John
Multiple Terms:	John Doe	Doe, John Doe, Jane Williams, John
Boolean AND Operator:	John AND Doe	Doe, John John Doe

3. Action Date range – The date range when a debarment first becomes active. You must supply both a starting and an ending date.
4. Termination Date range – The date range when a debarment will be terminated. You must supply both a starting and an ending date.
5. Create Date range – When the data was first entered into the EPLS. You must supply both a starting and an ending date.
6. Modify Date range (current results only) - When a record was either created or most recently modified. You must supply both a starting and an ending date.
7. Delete Date range (archive results only) - When a record was manually deleted. You must supply both a starting and an ending date.
8. Data Universal Numbering System (DUNS) number – The number provided by Dun & Bradstreet to uniquely identify a business. It is important to note that all EPLS records identified as “Firms” may not provide a DUNS number. Therefore, the user should also perform a Name search to ascertain that the concerned Firm is not listed in the EPLS.
9. Exclusion Type – What type of exclusion is associated with the entity. Each CT code is associated with an Exclusion Type and a single code may be associated with several Exclusion Types. Consequently, CT codes may be selected for each of the available Exclusion Types. If one or more Exclusion Types are selected, all selected CT codes must correspond to the selected Exclusion Types. For example, it is incorrect to select an Exclusion Type of Procurement and a CT code from the Reciprocal list.
10. Cause and Treatment (CT) Code – The reason why the entity has been debarred.
11. Agency – The agency that imposed the debarment.
12. US State – The US state where the entity is located.
13. Country – The country where the entity is located.
14. Agency specific identifiers (at the writing of this document only Cage Code) – An identifier that may be specific to one or more US federal government agencies.

More than one advanced search criterion may be selected, but they do not all need to be selected to perform a search. In fact, many searches will not return any results if more than two criteria are selected, as each one will reduce the number of returned search results.

The screen shown in Figure 6 is an example of search results provided by an Advanced Search. A search was performed for exclusions by the DEMO Agency (Note that the DEMO Agency does not actually exist in the EPLS). When performing searches by criteria other than Partial Name or Exact Name, an alphabetical navigation option is displayed. When you click on a letter, the first record that begins with the letter will be displayed. Clicking on the “#” symbol

will display records that begin with either a symbol or a number. If the search results do not contain records that begin with the selected letter, no results will be displayed.

The screenshot displays the EPLS Search Results page. The header includes the EPLS logo and the title 'Excluded Parties List System'. The main content area shows search results for 'Parties Excluded by' with details for 'Agency : DEMO' as of '19-Sep-2008 9:50 AM EDT'. The results are paginated, showing 'Results 6 - 6 of 10'. The search criteria include 'Name: business hq', 'Classification: Firm', 'Exclusion Type: Reciprocal', and 'Description: none'. The address is listed as 'Address(es) -- Address: HI 111111111'. The CT Action(s) section shows 'Action Date: Indef.', 'Termination Date: Indef.', 'CT Code: B', 'Agency: DEMO', 'Agency POC: DEMO Contacts', 'EPLS Create Date: 10-Aug-2007', and 'EPLS Modify Date: 30-Apr-2008'. The Cross Reference(s) section shows 'Name: 1.subsidiary 1', 'Action Date: Indef.', 'Term Date: Indef.', and 'CT Code: G'. The page includes navigation links for 'Back', 'New Search', 'Report', 'Excel', 'XML', 'ASCII', and 'Printer-Friendly'.

EPLS Search Results Results 6 - 6 of 10

Search Results for Parties Excluded by

Agency : DEMO
As of 19-Sep-2008 9:50 AM EDT
Save to MyEPLS

Page: [Back](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Name	business hq
Classification	Firm
Exclusion Type	Reciprocal
Description	none

Address(es) --

Address	HI
DUNS	111111111

CT Action(s) --

Action Date	Indef.
Termination Date	Indef.
CT Code	B
Agency	DEMO
Agency POC	DEMO Contacts
EPLS Create Date	10-Aug-2007
EPLS Modify Date	30-Apr-2008

Cross Reference(s) --

Name	Action Date	Term Date	CT Code
1.subsidiary 1	Indef.	Indef.	G

Page: [Back](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Back](#) [New Search](#) [Report](#) [Excel](#) [XML](#) [ASCII](#) [Printer-Friendly](#)

Figure 6: Advanced Search Results

2.4 Search by Multiple Names

This type of search finds all current exclusions, based on either a partial or exact match for up to five user-specified names.

1. At the Main Page (Figure 1), click the Multiple Names link of the Search Menu to bring up the screen shown in Figure 7.
2. Click the Match radio button to search for either Partial Names or Exact Names. Enter the names on which you wish to search in the Name 1, Name 2, etc. fields.
3. Click Search.
4. Navigate through the search results as described above.

EPLS Excluded Parties List System

Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSNTN
- > MyEPLS
- > Recent Updates

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

EPLS Multiple Name Search

Name 1

Name 2

Name 3

Name 4

Name 5

Match ☒ Partial Name ☐ Exact Name

Resources

- > Search Help
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News

Reports

- > Advanced Reports
- > Recent Updates
- > Dashboard

Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates

Contact Information

- > Email: support@epls.gov
eplscomments@epls.gov
- > Phone: 1-866-GSA-EPLS
1-866-472-3757

Figure 7: Search by Multiple Names

2.5 Exact Name and SSN/TIN Search

NOTE

This may not be the most optimal way to determine if an entity is excluded, because the system may not have an SSN/TIN for each listed entity. Trying another search menu option first is highly recommended.

This type of search finds a current exclusion that has an **exact** “Name and SSN or TIN” match based on the information entered by the user.

1. Click the **Exact Name and SSN/TIN** link of the **Search – Current Exclusions** menu to bring up the screen shown in Figure 8.

The screenshot displays the EPLS (Excluded Parties List System) interface. At the top, the EPLS logo is prominent on the left, and the title 'Excluded Parties List System' is on the right. Below the header is a banner with five images: the American flag, the White House at night, a pair of scales of justice, the entrance to a government building, and the US Capitol dome. The main content area is titled 'EPLS Exact Name and SSN/TIN Search'. It features two input fields: 'Exact Name' and 'SSN / TIN'. Below these fields are two buttons: 'Search' and 'Reset'. The left sidebar contains several sections: 'Search - Current Exclusions' with a 'GO' button and links to 'Advanced Search', 'Multiple Names', 'Exact Name and SSN/TIN', 'MyEPLS', and 'Recent Updates'; 'View Cause and Treatment Code Descriptions' with links to 'Reciprocal Codes', 'Procurement Codes', and 'Nonprocurement Codes'; 'Agency & Acronym Information' with links to 'Agency Contacts', 'Agency Descriptions', and 'State/Country Code Descriptions'; and 'OFFICIAL GOVERNMENT USE ONLY' with links to 'Debar Maintenance', 'Administration', and 'Upload Login'. The right sidebar contains sections for 'Resources' (links to Search Help, Public User's Manual, FAQ, Acronyms, Privacy Act Provisions, News), 'Reports' (links to Advanced Reports, Recent Updates, Dashboard), 'Archive Search - Past Exclusions' (links to Advanced Archive Search, Multiple Names, Recent Updates), and 'Contact Information' (Email: support@epls.gov, eplscomments@epls.gov; Phone: 1-866-GSA-EPLS, 1-866-472-3757).

Figure 8: Exact Name and SSN/TIN Search

2. Enter the name in the name field, exactly as it is stored within EPLS. If you are unsure of how the name is formatted, you should first perform a basic search as described in section 2.1.
3. Enter the nine-digit SSN/TIN number you wish to search on in the fields provided. Do not include any dashes in the SSN/TIN.
4. Click **Search**.

2.6 MyEPLS

MyEPLS allows you to customize EPLS search behavior to suit your needs, and supports the following features, which may be seen in Figure 9.

EPLS Excluded Parties List System

Search - Current Exclusions

> Advanced Search
> Multiple Names
> Exact Name and SSN/TIN
> MyEPLS
> Recent Updates

View Cause and Treatment Code Descriptions

> Reciprocal Codes
> Procurement Codes
> Nonprocurement Codes

Agency & Acronym Information

> Agency Contacts
> Agency Descriptions
> State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

> Debar Maintenance
> Administration
> Upload Login

MyEPLS Saved Searches

Privacy Notice

MyEPLS stores search criteria on this computer. If this computer may be accessed by others and you are concerned about the privacy of your searches, do not use MyEPLS or delete all saved searches before logging out.

You have no saved searches.

Searches saved in MyEPLS will remain until deleted. EPLS imposes no limit on the number of saved searches in MyEPLS, but it may be limited by your browser.

Resources

> Search Help
> Public User's Manual
> FAQ
> Acronyms
> Privacy Act Provisions
> News

Reports

> Advanced Reports
> Recent Updates
> Dashboard

Archive Search - Past Exclusions

> Advanced Archive Search
> Multiple Names
> Recent Updates

Contact Information

> Email: support@epls.gov
eplacommments@epls.gov
> Phone: 1-866-GSA-EPLS
1-866-472-3757

MyEPLS Preferences

Search Results Display ☐ Summary List ☒ Full Record List

Display results per page.

Results Font Size

Saved Searches ☐ Display Saved Searches on front page.

Show/Hide Menus ☐ Apply menu settings below to front page.

<input checked="" type="checkbox"/> Search - Current Exclusions x	<input checked="" type="checkbox"/> Resources
<input checked="" type="checkbox"/> View Cause and Treatment Code Descriptions	<input checked="" type="checkbox"/> Reports
<input checked="" type="checkbox"/> Agency and Acronym Information	<input checked="" type="checkbox"/> Archive Search - Past Exclusions
<input checked="" type="checkbox"/> OFFICIAL GOVERNMENT USE ONLY	<input checked="" type="checkbox"/> Contact Information

x - cannot be removed from front page

Show/Hide Advanced Search Fields

<input checked="" type="checkbox"/> Exact Name	<input checked="" type="checkbox"/> Exclusion Type
<input checked="" type="checkbox"/> Partial Name	<input checked="" type="checkbox"/> CT Code (Reciprocal)
<input checked="" type="checkbox"/> Action Dates	<input checked="" type="checkbox"/> CT Code (Procurement)
<input checked="" type="checkbox"/> Termination Dates	<input checked="" type="checkbox"/> CT Code (Non-Procurement)
<input checked="" type="checkbox"/> Create Dates	<input checked="" type="checkbox"/> Agency
<input checked="" type="checkbox"/> Modify Dates	<input checked="" type="checkbox"/> U.S. State
<input checked="" type="checkbox"/> DUNS	<input checked="" type="checkbox"/> Country
<input checked="" type="checkbox"/> Classification	
<input checked="" type="checkbox"/> Cage Code	

Privacy Notice

MyEPLS stores user preferences on this computer. If this computer may be accessed by others and you are concerned about the privacy of your searches, do not click the **Save Prefs** button.

Figure 9: MyEPLS Preferences Screen

1. Selectable search results display type – you may select between either **Summary List** or **Full Record List**. The summary option provides a concise display of data associated with a record and is suitable for use when a large number of records are to be displayed and need to be scanned through quickly. The full record option provides an easy to read display format, at the cost of using more screen area to display results and is more suited to performing searches where you only want to look at a few results.
2. Configurable **Number of Results** per page – you may set the number of search results per page to 1, 5, 10, 20, 30, 50, or 100.
3. Customizable **Results Font Size** – you may set the search results font to be anything from point size 11 to point size 18.
4. **MyEPLS Saved Searches** – You may execute or delete any search query that you have saved into MyEPLS from here. To save a search, see section 2.2
5. **Show/Hide Menus** – You may show or hide most of the menus on either side of the screen.
6. **Show/Hide Advanced Search Fields** – You may show or hide all of the fields available when performing an advanced search.

2.7 Basic Archive Search

The Basic Archive Search is identical to the Basic Current Search, except that it searches through archived data instead of current data. For a description of how to perform a basic search, please see section 2.1

2.8 Advanced Archive Search

The Advanced Archive Search is identical to the Advanced Current Search, except that it searches through archived data instead of current data. For a description of how to perform an advanced search, please see section 2.3.

2.9 Recent Updates

A link entitled Recent Updates may be found in the Search, Reports, and Archive Search menus found in the menu bars on the left and right sections of the screen. This link is a shortcut that returns search results related to that particular menu for the current day. The Search Recent Updates option returns all records that were created, modified, or deleted during the current date and displays the results according to your MyEPLS preferences. The Reports Recent Updates option returns all records that were created, modified, or deleted during the current date and displays the results in the report layout. The Archive Search Recent Updates option returns all records that have terminated or were deleted during the current date and displays the results according to your MyEPLS preferences.

3 Reports

EPLS Reports functionality encompasses the following 3 features of the system.

- A web-based reports display suitable for previewing search results in a report format
- 3 options for downloading reports
- A Dashboard for viewing current and historical Agency exclusion totals and for generating ad-hoc reports

3.1 Web-Based Reports Display

Both the Basic and Advanced Reports are identical to the Basic and Advanced Current Searches respectively, except that the data displayed to the user is in CSV format. For a description of how to perform a search, please see section 2.

3.2 Downloadable Reports

The downloadable report options are available at the bottom of the screen on all search results pages. There are three types of data formats that are associated with reports:

1. XML - This option is the preferred method for a user to retrieve data in machine readable format. The DTD describing the format of the data can be found at <http://www.epls.gov/EPLS.dtd>. If you would like a machine to perform the downloading, then you may want to consider using the Web Service Interface for Searching EPLS Data as described in section 4.
2. CSV (MS Excel) – This format may be used with most popular spreadsheet applications, including Microsoft Excel, but each record does not have a fixed number of columns, so if you would like to import this data into another computing system, then you may want to consider using the XML format.
3. ASCII - Although this format may not be very easy for a machine to process, it may be useful for manual, offline browsing by a user.

Samples of each of the above formats are provided in Appendix A.

3.3 EPLS Dashboard

The EPLS Dashboard may be opened by clicking on the **Dashboard** link under the Reports menu. The Dashboard is a Rich Internet Application (RIA) and requires Adobe Flash Player version 9 to run. The default display for the Dashboard may be seen in Figure 10.

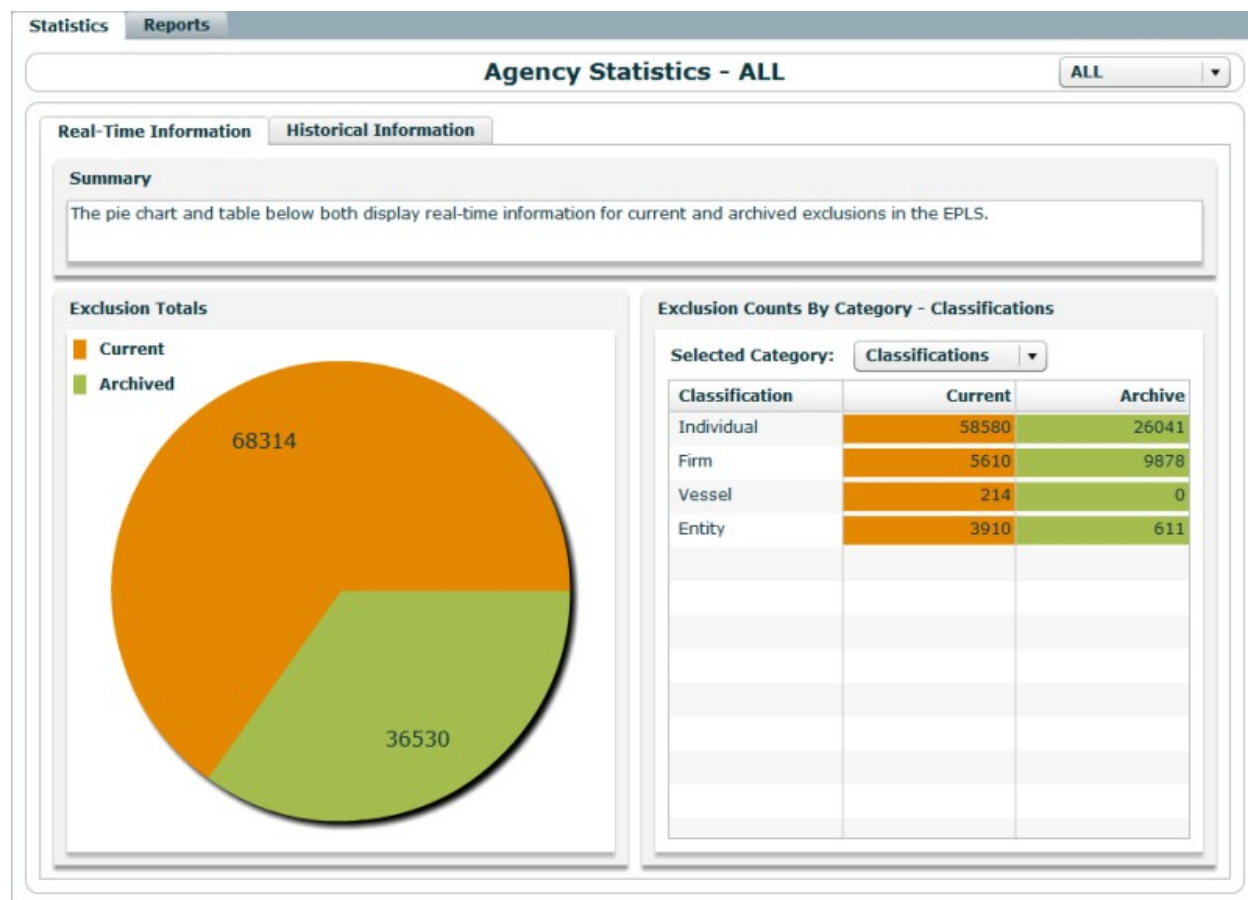


Figure 10: EPLS Dashboard Default Display

The EPLS Dashboard has 2 main components: Statistics and Reports. When you first launch the Dashboard, the Statistics component is displayed. You may switch to the Reports display by clicking the **Reports** tab at the top of the screen, and you may return to the Statistics display by clicking the **Statistics** tab.

3.3.1 Dashboard Statistics Component

Data within the Statistics component may be viewed for All Agencies in EPLS combined or for one particular Agency. A header at the top of the screen displays which Agency is currently selected. You may change the selected Agency by clicking on the drop-down list on the right side of the header. Selecting a new Agency will automatically update the Statistics display with data for that Agency.

The Statistics component has 2 views: Real-Time Information and Historical Information. When you first launch the Dashboard, the Real-Time Information view is displayed. You may switch to the Historical view by clicking the **Historical Information** tab just below the header, and you may return to the Real-Time view by clicking the **Real-Time Information** tab.

The Real-Time view displays data as it currently exists in EPLS. This view consists of a pie chart labeled as **Exclusion Totals** and a table labeled as **Exclusion Counts By Category**. The Exclusion Totals chart simply displays the total number of current exclusions and total number of archived exclusions for the selected Agency. The Exclusion Counts By Category table allows you to select one of 3 options for breaking down the exclusion totals into narrower categories. You may select **CT Codes**, **Classifications**, or **Exclusion Types**. When you select a category, the data for the selection will be displayed in the table, and the label above the table will be updated to display the selected category. You may sort the data in ascending and descending order by clicking on the headers on each of the columns in the table.

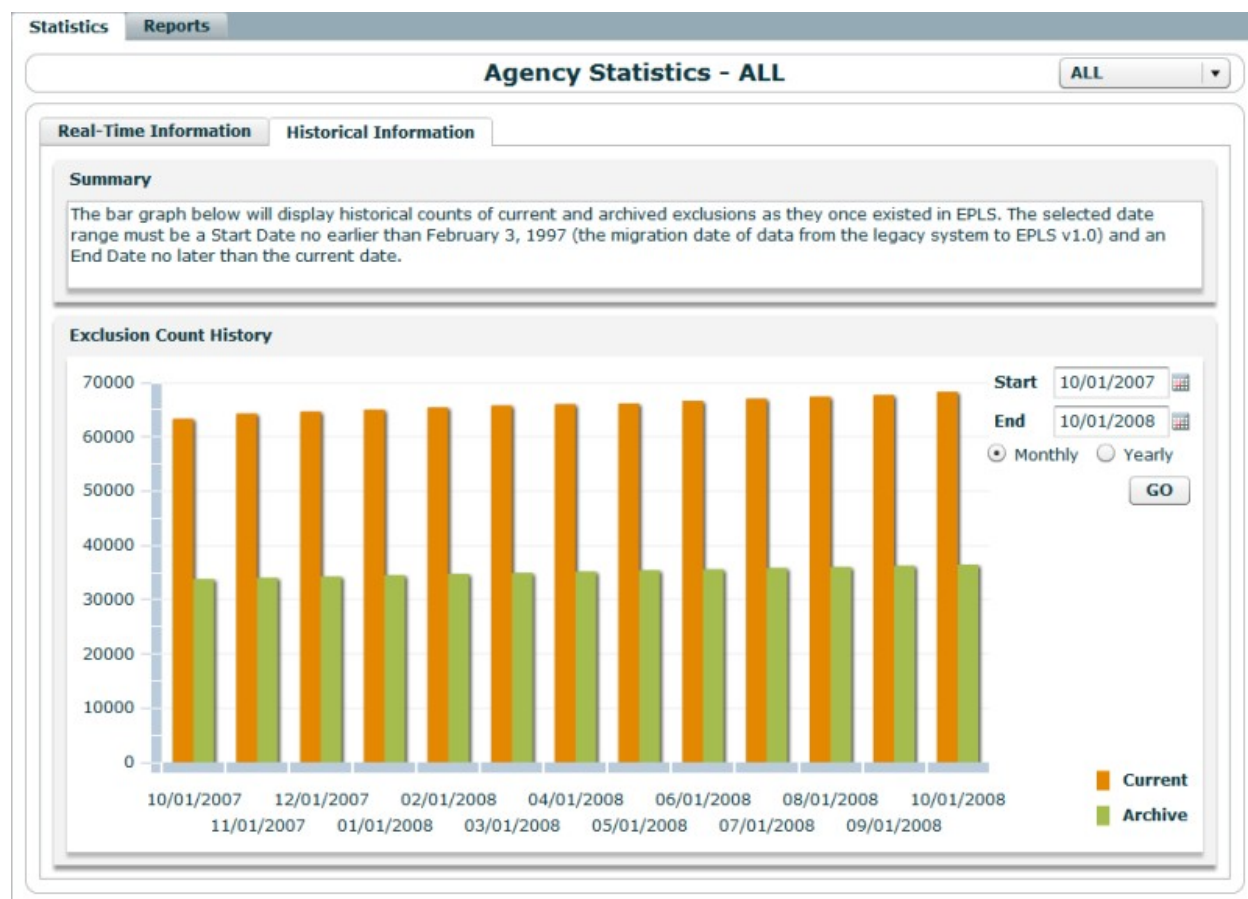


Figure 11: Statistics Component Historical View

The Historical view displays data as it previously appeared in EPLS. A sample of this view may be seen in Figure 11. This view consists of a bar chart that displays current and archived exclusion totals for the selected Agency at the beginning of each month in the selected date range. By default, the Historical view will display monthly information for the last 13 months,

including the current month. You may change the display to select any date range from February 3, 1997 to the current date by clicking on the calendar icon next to each date field and selecting different dates. You may also select whether you want to see results for the beginning of each month or the beginning of each year by clicking on either the **Monthly** or **Yearly** radio button. If you select the Yearly option, data will be displayed for the first day of the same month from the selected start date to the selected end year. For example, a Start date of April 1, 2000 and an End date of March 15, 2002 will display data for April 1, 2000, April 1, 2001, and April 1, 2002. The selected day does not matter for either option since data is always displayed from the 1st day of the month. Note that if you change the selected Agency, the currently selected date options will be preserved and updated for the new Agency.

3.3.2 Dashboard Reports Component

The Dashboard Reports Component allows you to generate ad-hoc reports of current and archived exclusion counts. Figure 12 shows the report query screen, and Figure 13 shows a sample of a report that may be generated using the Dashboard.

EPLS System-Wide Reports

Query

Summary

Select any combination of report criteria, and click the Go button to view the results. You may click on any number in the report results to view the corresponding EPLS exclusions.

Reports Criteria

Agencies	CT Codes	Exclusion Types	Classifications
ALL	03-BSE-01 Reciprocal	Procurement	Individual
AF	03-DP-01 Reciprocal	NonProcurement	Firm
AID	03-ENT-01 Reciprocal	Reciprocal	Vessel
ARC	03-FTO-01 Reciprocal		Entity
ARMY	03-SDGT-01 Reciprocal		
BBG	03-SDN-01 Reciprocal		
CCR	03-SDNT-01 Reciprocal		
CNS	03-SDNTK-01 Reciprocal		
CPSC	03-SDT-01 Reciprocal		
DHS	03-TLGE-01 Reciprocal		
DHS-CBP	08-INA-01 Reciprocal		
DHS-FEMA	08-INA-02 Reciprocal		
DHS-FLETC	A Procurement		
DHS-HO-PO	A Reciprocal		

Start End

☒ Action ☐ Termination

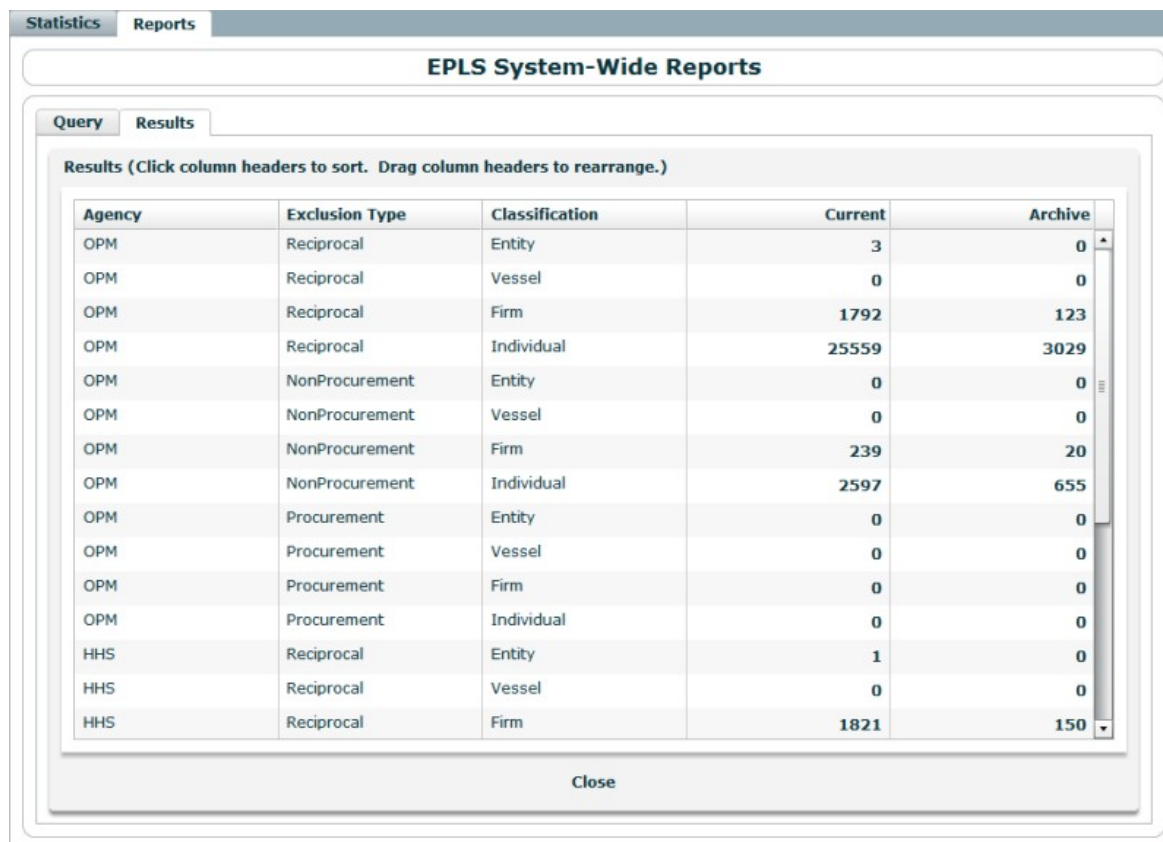
☐ Create ☐ Modify ☐ Delete

Current ☒ Archived ☒

Figure 12: Reports Component Query Screen

Reports may be generated using 1 or more of 5 different query fields: Agencies, CT Codes, Exclusion Types, Classifications, and a Date Range. To make selections from one of the first 4 options, simply click on the desired selections in the corresponding select lists. You may select

multiple selections within a list by holding down the Shift key to select multiple adjacent items or the Ctrl key to select individual items and then clicking the additional selections.



The screenshot shows the 'EPLS System-Wide Reports' window. It has a 'Query' tab selected. Below the tab is a table of results. The table has five columns: Agency, Exclusion Type, Classification, Current, and Archive. The data is as follows:

Agency	Exclusion Type	Classification	Current	Archive
OPM	Reciprocal	Entity	3	0
OPM	Reciprocal	Vessel	0	0
OPM	Reciprocal	Firm	1792	123
OPM	Reciprocal	Individual	25559	3029
OPM	NonProcurement	Entity	0	0
OPM	NonProcurement	Vessel	0	0
OPM	NonProcurement	Firm	239	20
OPM	NonProcurement	Individual	2597	655
OPM	Procurement	Entity	0	0
OPM	Procurement	Vessel	0	0
OPM	Procurement	Firm	0	0
OPM	Procurement	Individual	0	0
HHS	Reciprocal	Entity	1	0
HHS	Reciprocal	Vessel	0	0
HHS	Reciprocal	Firm	1821	150

At the bottom of the window is a 'Close' button.

Figure 13: Reports Component Sample Query Results

You may also limit the search results to 1 of 5 date range options: Action, Termination, Create, Modify, or Delete dates. To select a date range option, click on the calendar icon next to the **Start** and **End** date fields to choose dates and click the radio button next to the desired date type. Note that you must select both a starting and ending date. The search results will be displayed for any records that have the selected date type falling within the selected date range. You may clear the dates by clicking the **Clear Dates** button. It should be noted that not all data might have Action Dates due to previous data conversions. In addition, records in the Office of Foreign Assets Control (OFAC) list do not have Action or Termination dates, so these options will not be available if you select the TREAS-OFAC Agency.

You may also choose whether you want to view results of current records by checking the **Current** box, archived records by checking the **Archived** box, or both by checking both boxes.

Click the **GO** button to generate the report. The report results will be displayed in a new tab similar to Figure 13. Note that the Dashboard restricts you from generating a report that will produce more than 150 rows. If you receive an error, select fewer search criteria to generate a report. You may click the **Reset** button to clear the selected search options.

A new Results tab will show the results of each ad-hoc report. You may sort each of the columns in ascending or descending order by clicking on the corresponding column header. You may also view the EPLS search results that correspond to one of the totals by clicking the desired cell within the Results table. You may generate as many reports as you like, and each Results display will remain until you click the **Close** link at the bottom of the results display. To generate a new report without closing the existing report, click on the **Query** tab to return to the query options display.

4 Web Service Interface for Searching EPLS Data

To facilitate computer systems that would like to automatically search data within EPLS, but would not like to have a user manually download reports, an EPLS Search Web Service has been developed. Web Service standards compliant tools may more easily integrate with EPLS to promote an easier to use interchange of data.

The Search Web Service is accessible over the Internet, and the EPLS Search Web Service Definition Language (WSDL) specification may be found at <http://www.epls.gov/eplservices/EPLSSearchWebService?wsdl>.

A list of all EPLS Web Services may be found at <http://www.epls.gov/eplservices>.

The Web Services API is subject to change as new features are added or changes are made to the EPLS system, but older versions of the API will be maintained so that existing Web Services clients will not be broken. The base version of all Web Services operations will simply be the name of the operation. Newer versions of the operations will have the EPLS release number appended to the end of the operation. The following table shows the versions for all available EPLS Search Web Service operations.

Operation	Releases 3.0 - 3.5	Release 3.6
List of States	getStates	getStates
List of Agencies	getAgencies	getAgencies
List of Exclusion Types	getExclusionTypes	getExclusionTypes
List of Classifications	getClassifications	getClassifications
List of CT Codes	getCtCodes	getCtCodes
List of Countries	getCountries	getCountries
List of Agency Identifiers	getAgencyUIDTypes	getAgencyUIDTypes
Current search	doSearch	doSearch_3_6
SSN search	doSsnSearch	doSsnSearch_3_6
Current previous day updates	doSearchRecentUpdates	doSearchRecentUpdates_3_6
Archive search	doArchiveSearch	doArchiveSearch_3_6
Archive search recent updates	doArchiveSearchRecentUpdates	doArchiveSearchRecentUpdates_3_6

Figure 14: EPLS Search Web Service operation versions

5 Cause and Treatment (CT) Code Descriptions

CT Codes are identified by letters or letters and numbers (for example, A, H1, JJJ) and provide descriptions describing the cause of the exclusion and the treatment accorded to the excluded party. The following definitions are important to know for this section of the EPLS website:

- **Procurement** is the process of initiating and obtaining supplies or services, by contract or purchase order, with appropriated or non-appropriated funds, for the use of Federal agencies. The EPLS **Procurement Codes** pertain to *procurement exclusions only*.
- **Nonprocurement** pertains to obtaining certain types of Federal financial and non-financial assistance and benefits. Examples of nonprocurement transactions are grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, and donation agreements. The EPLS **Non-procurement Codes** pertain to *nonprocurement exclusions only*.
- **Reciprocal** pertains to both *procurement* and *nonprocurement* exclusions taken after August 25, 1995. The *Federal Register*, on June 26, 1995, published a final rule to ensure that exclusions from Federal government procurement and nonprocurement programs were applied reciprocally. In other words, any procurement or nonprocurement action initiated on or after August 25, 1995, means exclusion from both programs.

By clicking on either **Reciprocal Codes**, **Procurement Codes**, or **Nonprocurement Codes**, you can find explanations for the codes belonging to the type you clicked on.

6 General Information

6.1 Agency Contacts

The **Agency Contacts** link provides an alphabetical listing of Federal agency's points of contacts (POC) names, telephone numbers and in some instances, a website address. Click on an agency acronym to bring up the contact's name and telephone number. Each POC is responsible for responding to inquiries concerning exclusions taken by their agency.

6.2 Agency Descriptions

The **Agency Descriptions** link provides an alphabetical listing of Federal agency acronyms and the full name of each agency. Click on an agency acronym to bring up the agency's full name.

6.3 State/Country Code Descriptions

The **State/Country Descriptions** link provides an alphabetical listing of state and country acronyms and the full name of each. Click on an acronym to bring up the full name of the state or country.

6.4 Search Help

This link will provide you with help on how to perform a search, including:

1. Explain each search term
2. Perform wildcard, fuzzy, proximity, and boolean searches
3. Group search terms
4. Escape special characters

6.5 Public User's Manual

The Public User's Manual is a link to this document.

6.6 FAQ

The FAQ link contains a series of questions relating to EPLS operations. When you click on a question, you are immediately taken to an answer.

6.7 Acronyms

The Acronyms link provides an alphabetical listing of acronyms used throughout EPLS and a description of each.

6.8 Privacy Act Provisions

The Privacy Act Provisions link provides the user with rules relating to privacy by which data on the EPLS is to be treated.

6.9 News

The EPLS News link displays the latest information for the EPLS web site.

6.10 Contact Information

For assistance in navigating the EPLS web site, users can contact the EPLS help desk by E-Mail or telephone. The E-Mail address is support@epls.gov and the telephone number is 1-866-GSA-EPLS (1-866-472-3757). In addition, comments regarding EPLS may be sent to eplscomments@epls.gov.

Appendix A - Sample EPLS Reports

Users can download any of three different report formats – XML, CSV (MS Excel), or ASCII. A sample of each is included below.

Sample XML Report:

```
<?xml version="1.0" ?>
<!DOCTYPE Records SYSTEM "http://www.epls.gov/EPLS.dtd">

<Records>
  <Record>
    <Name>Abtox, Inc.</Name>
    <Classification>Firm</Classification>
    <CTType>Procurement</CTType>
    <Addresses>
      <Address>
        <Street1>104 Terrace Dr.</Street1>
        <Street2/>
        <City>Mundelein</City>
        <ZIP>60060</ZIP>
        <Province/>
        <State>IL</State>
      </Address>
    </Addresses>
    <References>
      <Reference>Caputo, Ross A.</Reference>
      <Reference>Lynch, Marilyn M.</Reference>
      <Reference>Pharmaceutical Systems, Inc.</Reference>
      <Reference>Riley, Robert M.</Reference>
      <Reference>Schmitt, Mark E.</Reference>
    </References>
    <Actions>
      <Action>
        <ActionDate>03-Jun-2003</ActionDate>
        <TermDate>Indef.</TermDate>
        <CTCode>B</CTCode>
        <AgencyComponent>AF</AgencyComponent>
        <EPLSCreateDate>03-Jun-2003</EPLSCreateDate>
      </Action>
      <Action>
        <ActionDate>03-Jun-2003</ActionDate>
        <TermDate>Indef.</TermDate>
        <CTCode>A</CTCode>
        <AgencyComponent>AF</AgencyComponent>
```



```
<EPLSCreateDate>03-Jun-2003</EPLSCreateDate>
</Action>
</Actions>
<Description/>
</Record>
<Record>
  <Name>Adelphia Business Solutions Operations, Inc.</Name>
  <Classification>Firm</Classification>
  <CTType>Reciprocal</CTType>
  <Addresses>
    <Address>
      <Street1>5619 DTC Pkwy.</Street1>
      <Street2/>
      <City>Greenwood Village</City>
      <ZIP>80111</ZIP>
      <Province/>
      <State>CO</State>
    </Address>
  </Addresses>
  <References>
    <Reference>Brown, James R.</Reference>
    <Reference>Coudersport Television Cable Company</Reference>
    <Reference>Coudersport Theatre</Reference>
    <Reference>Dobaire Designs</Reference>
    <Reference>Dorellenic Cable Partners</Reference>
    <Reference>Doris Holdings, LP</Reference>
    <Reference>Eleni Interiors, Inc.</Reference>
    <Reference>Empire Sports Services</Reference>
    <Reference>ErgoArts, Inc.</Reference>
    <Reference>Highland 2000, LP</Reference>
    <Reference>Highland Holdings</Reference>
    <Reference>Highland Prestige Georgia, Inc.</Reference>
    <Reference>Highland Video Associates, LP</Reference>
    <Reference>Hilton Head Communications, LP</Reference>
    <Reference>Illiad Holdings, Inc.</Reference>
    <Reference>Ionian Communications, L.P.</Reference>
    <Reference>Mulcahey, Michael</Reference>
    <Reference>NCAA Holdings, Inc.</Reference>
    <Reference>Niagara Frontier Hockey, L.P.</Reference>
    <Reference>Patmos, Inc.</Reference>
    <Reference>Praxis Capital Management, LLC</Reference>
    <Reference>Praxis Capital Partners, LLC</Reference>
    <Reference>Preston Motors</Reference>
    <Reference>Rigas, Doris</Reference>
    <Reference>Rigas, James P.</Reference>
    <Reference>Rigas, John J.</Reference>
```

```

<Reference>Rigas, Michael J.</Reference>
<Reference>Rigas, Timothy J.</Reference>
<Reference>SongCatcher Films, LLC</Reference>
<Reference>Venetis, Ellen Rigas</Reference>
<Reference>Venetis, Peter</Reference>
<Reference>Wending Creek 3656, LLC</Reference>
<Reference>Wending Creek Farms, Inc.</Reference>
</References>
<Actions>
<Action>
  <ActionDate>02-Jun-2004</ActionDate>
  <TermDate>Indef.</TermDate>
  <CTCode>B</CTCode>
  <AgencyComponent>AF</AgencyComponent>
  <EPLSCreateDate>02-Jun-2004</EPLSCreateDate>
</Action>
<Action>
  <ActionDate>02-Jun-2004</ActionDate>
  <TermDate>Indef.</TermDate>
  <CTCode>S</CTCode>
  <AgencyComponent>AF</AgencyComponent>
  <EPLSCreateDate>02-Jun-2004</EPLSCreateDate>
</Action>
</Actions>
<Description/>
</Record>
</Records>

```

Sample CSV (MS Excel) Report:

```

"Name","Address 1","Address 2","City","Province","State/Country","Zip"
"Abtox, Inc.", "104 Terrace Dr.", "Mundelein", "IL", "60060", "(Also Caputo, Ross
A.; Lynch, Marilyn M.; Pharmaceutical Systems, Inc.; Riley, Robert M.; Schmitt,
Mark E.)", "B", "AF", "03-Jun-2003", "Indef.", "A", "AF", "03-Jun-2003", "Indef."
"Adelphia Business Solutions Operations, Inc.", "5619 DTC Pkwy.", "Greenwood
Village", "CO", "80111", "(Also Brown, James R.; Coudersport Television Cable
Company; Coudersport Theatre; Dobaire Designs; Dorellenic Cable Partners;
Doris Holdings, LP; Eleni Interiors, Inc.; Empire Sports Services; ErgoArts, Inc.;
Highland 2000, LP; Highland Holdings; Highland Prestige Georgia, Inc.;
Highland Video Associates, LP; Hilton Head Communications, LP; Illiad
Holdings, Inc.; Ionian Communications, L.P.; Mulcahey, Michael; NCAA
Holdings, Inc.; Niagara Frontier Hockey, L.P.; Patmos, Inc.; Praxis Capital
Management, LLC; Praxis Capital Partners, LLC; Preston Motors; Rigas, Doris;
Rigas, James P.; Rigas, John J.; Rigas, Michael J.; Rigas, Timothy J.;
SongCatcher Films, LLC; Venetis, Ellen Rigas; Venetis, Peter; Wending Creek

```

3656, LLC; Wending Creek Farms, Inc.)", "B", "AF", "02-Jun-2004", "Indef.", "S", "AF", "02-Jun-2004", "Indef."

Sample ASCII Report

Search Results Excluded By:

Full Text : Adelphia or Abtox

Agency : AF

as of 18-Apr-2006

=====

Abtox, Inc., 104 Terrace Dr., Mundelein, IL, 60060 (Also Caputo, Ross A.; Lynch, Marilyn M.; Pharmaceutical Systems, Inc.; Riley, Robert M.; Schmitt, Mark E.) B, AF, Indef.; A, AF, Indef.

Adelphia Business Solutions Operations, Inc., 5619 DTC Pkwy., Greenwood Village, CO, 80111 (Also Brown, James R.; Coudersport Television Cable Company; Coudersport Theatre; Dobaire Designs; Dorellenic Cable Partners; Doris Holdings, LP; Eleni Interiors, Inc.; Empire Sports Services; ErgoArts, Inc.; Highland 2000, LP; Highland Holdings; Highland Prestige Georgia, Inc.; Highland Video Associates, LP; Hilton Head Communications, LP; Illiad Holdings, Inc.; Ionian Communications, L.P.; Mulcahey, Michael; NCAA Holdings, Inc.; Niagara Frontier Hockey, L.P.; Patmos, Inc.; Praxis Capital Management, LLC; Praxis Capital Partners, LLC; Preston Motors; Rigas, Doris; Rigas, James P.; Rigas, John J.; Rigas, Michael J.; Rigas, Timothy J.; SongCatcher Films, LLC; Venetis, Ellen Rigas; Venetis, Peter; Wending Creek 3656, LLC; Wending Creek Farms, Inc.) B, AF, Indef.; S, AF, Indef.

Appendix B - Acronyms

Term	Definition
ASCII	American Standard Code for Information Interchange
BIS	Bureau of Industry and Security
CSV	Comma Separated Value
CT	Cause and Treatment
DTD	Document Type Definition
DUNS	Data Universal Numbering System
EPLS	Excluded Parties List System
FAQ	Frequently Asked Questions
GSA	General Services Administration
IAE	Integrated Acquisition Environment
ISC	Information Sciences Corporation
MS	Microsoft
OCAO	Office of the Chief Acquisition Officer
OFAC	Office of Foreign Assets Control
POC	Point of Contact
RIA	Rich Internet Application
SDN	Specially Designated Nationals
SSN	Social Security Number
TIN	Taxpayer Identification Number
WSDL	Web Service Definition Language
XML	Extensible Markup Language